

Students learn about:	Students learn to:
<ul style="list-style-type: none"> ○ processing - <i>a method by which data can be manipulated in different ways to produce a new value or result</i> (eg calculating a total, filtering an email, changing the contrast of an image, changing the volume of a wave file) • hardware in processing <ul style="list-style-type: none"> ○ hardware with fast processors, a lot of RAM and large storage capacity for image, video and audio processing increased processing speed, by: <ul style="list-style-type: none"> • increased clock speeds • increased bus capacity • historical and current trends in CPU development • software for processing: <ul style="list-style-type: none"> • text • numeric • image • video • audio data • non-computer tools and processing <ul style="list-style-type: none"> ○ documenting procedures to be followed when processing • social and ethical issues associated with processing <ul style="list-style-type: none"> • ownership of processed data • bias in the way participants in the system process data 	<ul style="list-style-type: none"> • select appropriate hardware configurations for a specified type of processing • edit text data using: <ul style="list-style-type: none"> • word processors • desktop publishing • hypertext • database management systems • edit numeric data using: <ul style="list-style-type: none"> • spreadsheets • database management systems • edit image data using: <ul style="list-style-type: none"> • paint packages • draw packages • animation packages • edit video data using animation packages • edit audio data using mixing software • diagrammatically represent data processing • identify examples of potential human bias in data processing